

062-1439

REQUEST FOR AUTHORIZATION OF OVERTIME AND HOLIDAY WORK

TO:

Comptroller

FROM:

Chief, Finance Division

ALLOTMENT SYMBOL

2263-1040-1000

PAY PERIOD

ESTIMATED NUMBER

BEGINNING

ENDING

HOURS

EMPLOYEES

29 October 1961

11 November 1961

24

1

JUSTIFICATION

INDICATE, CONCISELY BUT ADEQUATELY, PURPOSE FOR WHICH OVERTIME IS TO BE USED, TYPE OF PERSONNEL INVOLVED (e.g., clerical, professional) AND REASON WORK CANNOT BE ACCOMPLISHED WITHIN 40 HOUR WEEK. (Do not include Operational Detail)

An individual from the Comptroller's Office is working on an overtime basis with Project [] an "Eyes Only" Project.

25X1A6b

~~The subject's regular salary is paid from the Comptroller's allotment, 2263-1040-1000. All overtime performed is to be charged to 2435-5451-1000.~~

Adjustment Vo.
made out - Sent to
Comptroller's Office

DATE

25X1A9a

TYPED NAME AND SIGNATURE OF SUPERVISOR (if applicable)

Requested by []

AUTHORIZATION

TYPED

OFFICIAL 25X1A

vision

E. R. Saunders

DATE CONCURRED

15 November 1961

DATE AUTHORIZED

15 NOV 1961

Approved For Release 2002/05/01 : CIA-RDP78-05747A000300040011-1